

Appointments to the Special Education Advisory Committee

The *Education Act* [Subsection 57.1(1)] requires every district school board to establish a Special Education Advisory Committee (SEAC). The composition and duties of this committee at both school boards and school authorities are set out in [O. Reg. 464/97: Special Education Advisory Committees](#), under the *Education Act*. The same regulation also covers the majority of the procedural matters that relate to the effective and efficient functioning of SEACs.

The members of each SEAC include representatives of a “local association”, members of the school board and persons to represent First Nations. SEACs may also include additional members who do not belong to any of these groups.

Role of the Committee (Regulation 464/97)

The Special Education Advisory Committee shall:

- make recommendations to the school board in respect of any matter affecting the establishment, development and delivery of special education programs and services for the exceptional pupils of the board;
- participate in the board’s annual review of its special education plan;
- participate in the board’s annual budget process as it relates to special education;
- review the financial statements of the board as they relate to special education.

SCDSB SEAC Member Commitment

SEAC members are required to attend the regular monthly meetings of the SEAC. Meetings are generally held the second Monday of the month, except when that date falls on a statutory holiday and/or designated break, throughout the school year (September to June). The 2023-24 meeting dates are below.

Date
Monday, September 11, 2023
Monday, October 2, 2023 (2nd Monday is Thanksgiving)
Monday, November 13, 2023
Monday, December 11, 2023
Monday, January 8, 2024
Monday, February 12, 2024
Monday, March 4, 2024 (2nd Monday is Spring Break)
Monday, April 8, 2024
Monday, May 13, 2024
Monday, June 3, 2024 (2nd Monday is Retirement Dinner)

Time: 6:30 p.m. – 8:30 p.m.

Format: Virtual - Zoom (Sept./Nov./Dec./Jan./Feb./Mar./Apr./Jun.)
In-person – Education Centre in the Roy Edwards Room (Oct./May)

* The Joint Business and Facilities Standing Committee/SEAC Budget meeting is tentatively scheduled for Wednesday, April 17, 2024, at the Education Centre in the Roy Edwards Room.

As the SEAC participates in the board’s annual review of its Special Education Plan and in the board’s annual budget process, members may be asked to attend a few additional meetings throughout the school year. Committee members may also decide to take part in sub-committees of the SEAC that form throughout the school year; additional meeting time/commitment is required for these committees.

If your association would like to nominate a local representative and alternate to the SCDSB SEAC, please complete the attached form(s) and return it to the SCDSB, attention Tina Bazuk, Executive Assistant for Student Achievement (K-6) and Special Education, or tbazuk@scdsb.on.ca.

The procedures for selection of SEAC members are attached for your reference.

Should you have any questions, please feel free to contact Chris Samis, Superintendent of Student Achievement (K-6) and Special Education, (705) 734-6363 ext. 11244, or csamis@scdsb.on.ca, or Tina Bazuk, Executive Assistant, (705) 734-6363 ext. 11412, or tbazuk@scdsb.on.ca.

THE SIMCOE COUNTY DISTRICT SCHOOL BOARD

SEAC Member Nomination Form

<hr style="width: 80%; margin: 0 auto;"/> <p>Name of Association/Organization</p>	<hr style="width: 80%; margin: 0 auto;"/> <p>Chapter #</p>
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Provincial Association:	Local Organization:
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Does your association/organization wish to have representation on the Simcoe County District School Board Special Education Advisory Committee (SEAC)? Yes No

If yes, who is being nominated for membership as a representative for the SEAC?

<i>Name:</i>	<i>Email:</i>
<i>Address:</i>	<i>Postal Code:</i>
<i>Phone (home):</i>	<i>(work)</i>
	<i>Fax:</i>

Does the nominee meet the qualification criteria as follows:

- (i) Canadian Citizen
- (ii) of the full age of eighteen years
- (iii) a resident within the area of jurisdiction of the board
- (iv) a public school elector
- (v) not employed by the SCDSB

Briefly describe your association/organization (if you require additional space to describe your association/organization, please attach an additional page).

<hr style="width: 90%; margin: 0 auto;"/> <p><i>(Signature of local signing officer)</i></p>	<hr style="width: 90%; margin: 0 auto;"/> <p><i>(Title)</i></p>	<hr style="width: 90%; margin: 0 auto;"/> <p><i>(Date)</i></p>
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<hr style="width: 90%; margin: 0 auto;"/> <p><i>(Signature of representative being nominated)</i></p>	<hr style="width: 90%; margin: 0 auto;"/> <p><i>(Title)</i></p>	<hr style="width: 90%; margin: 0 auto;"/> <p><i>(Date)</i></p>
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Please return the completed form(s) to the attention of:

Tina Bazuk, Executive Assistant for Student Achievement (K-6) and Special Education
 Simcoe County District School Board
 1170 Hwy 26, Midhurst, Ontario L9X 1N6
 or Email: tbazuk@scdsb.on.ca

THE SIMCOE COUNTY DISTRICT SCHOOL BOARD

SEAC Alternate Member Nomination Form

<hr style="width:80%; margin: auto;"/> Name of Association/Organization	<hr style="width:80%; margin: auto;"/> Chapter #
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Provincial Association:	Local Organization:
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Does your association/organization wish to have representation on the Simcoe County District School Board Special Education Advisory Committee (SEAC)? Yes No

If yes, who is being nominated for membership as an alternate representative for the SEAC?

Name:		Email:
Address:		Postal Code:
Phone (home):	(work):	Fax:

Does the nominee meet the qualification criteria as follows:

- (i) Canadian Citizen
- (ii) of the full age of eighteen years
- (iii) a resident within the area of jurisdiction of the board
- (iv) a public school elector
- (v) not employed by the SCDSB

Briefly describe your association/organization (if you require additional space to describe your association/organization, please attach an additional page).

<hr style="width:80%; margin: auto;"/> <i>(Signature of local signing officer)</i>	<hr style="width:80%; margin: auto;"/> <i>(Title)</i>	<hr style="width:80%; margin: auto;"/> <i>(Date)</i>
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<hr style="width:80%; margin: auto;"/> <i>(Signature of alternate representative being nominated)</i>	<hr style="width:80%; margin: auto;"/> <i>(Title)</i>	<hr style="width:80%; margin: auto;"/> <i>(Date)</i>
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Please return the completed form(s) to the attention of:

Tina Bazuk, Executive Assistant for Student Achievement (K-6) and Special Education
 Simcoe County District School Board
 1170 Hwy 26, Midhurst, Ontario L9X 1N6
 or Email: tbazuk@scdsb.on.ca

PROCEDURES FOR SELECTION OF SEAC MEMBERS

1. Background

*Regulation 464/97 provides that every district school board shall establish a special education advisory committee. * All italicized information is directly quoted from Regulation 464/97.*

** In this Regulation,*

“local association” means an association or organization of parents that operates locally within the area of jurisdiction of a board and that is affiliated with an association or organization that is not an association or organization of professional educators but that is incorporated and operates throughout Ontario to further the interests and well-being of one or more groups of exceptional children or adults.

The Simcoe County District School Board Special Education Advisory Committee (SEAC) shall consist of (as per the *Education Act*):

- a) one representative from each of the local associations that operates locally within the area of jurisdiction of the board, as nominated by the local association and appointed by the board;*
- b) one alternate for each representative appointed under clause (a), as nominated by the local association and appointed by the board;*
- c) such number of members from among the board’s own members as is determined under subsection (4)*, as appointed by the board;*
- d) where the number of members appointed under clause (c) is less than three, one alternate, as appointed by the board from among its own members, for each member appointed under clause (c);*
- e) one or two persons to represent the interests of Indian pupils, as provided by section 4; and,*
- f) one or more additional members appointed under subsection (5).*

The board shall not appoint more than 12 representatives under clause (1)(a).

Where there are more than 12 local associations within the area of jurisdiction of the board, the board shall select the 12 local associations that shall be represented.

**Subsection (4) of Reg. 464/97 states that the number of members to be appointed by the board shall be the lesser of, (a) three; and (b) 25 per cent of the total number of members of the board, rounded down to the nearest whole number.*

- 1. (1) Where a board has one member appointed in accordance with a regulation made under section 188 of the Act, the special education advisory committee shall include one person appointed to represent the interests of Indian pupils.*
- (2) Where a board has more than one member appointed in accordance with a regulation made under section 188 of the Act, the special education advisory committee shall include two persons appointed to represent the interests of Indian pupils.*
- (3) One alternate shall be appointed for each person appointed in accordance with subsection (1) or (2).*
- (4) The representatives and alternates shall be nominated by the councils of the bands with which the board has entered into agreements under section 188 of the Act.*
- (5) The board shall appoint the persons nominated under subsection (4).*

PROCEDURES FOR SELECTION OF SEAC MEMBERS continued

2. Process of Selection

Local agencies, associations, First Nations, organizations and parent/guardian groups are contacted by the school board to nominate a qualified member and alternate member to the SEAC.

After all the nominations are received, a maximum of 12 associations can be nominated for the SEAC. If there are more than 12 nominations, the Director of Education would then consider only nominating one association that represents the same exceptionality. In addition, some local organizations can serve on SEAC in order to achieve a broad base of representation covering all exceptionalities.

It is up to each local association as per their respective charter and by-laws, to nominate the person who will represent the local association on the SEAC. In addition, an “alternate” member must be nominated by the local association and appointed by the board. Nominees for SEAC membership and alternates selected by local associations must be qualified to vote for trustees of the board (i.e. they must have directed their taxes to the board, be at least 18 years of age and they must be a Canadian Citizen) and be a resident in the area of the school board’s jurisdiction. A person is not qualified to be nominated or appointed under section 2, 3, or 4 of Ontario Regulation 464/97 if the person is employed by the board. Nomination forms are provided to obtain information required for the selection process.

3. Term of Office of SEAC Members

Members of the SEAC are appointed for a term of office which corresponds with the four-year term of office of the board of trustees. Members are appointed following the election of a new board and membership in the SEAC continues until a new board is organized following an election. The SCDSB will formally notify associations/organizations regarding SEAC membership.

4. Chair and Vice-chair of SEAC

The members of SEAC shall elect one of their members as Chair and one of their members as Vice-chair on a yearly basis. Election procedures for the SEAC Chair and Vice-chair shall follow the board’s election procedures, as set out in the board’s *Governance and Administration, Article III, board Chairperson and board Vice-chairperson, By-Law III*.

5. Vacating a Seat

5. (1) *A member of a special education advisory committee vacates his or her seat if he or she,*
 - (a) *is convicted of an indictable offence;*
 - (b) *absents himself or herself without being authorized by resolution entered in the minutes from three consecutive meetings of the committee; or,*
 - (c) *ceases to hold the qualifications to be appointed to the committee.*

5. (2) *An alternate for a member of a special education advisory committee vacates his or her position if he or she,*
 - (a) *is convicted of an indictable offence;*
 - (b) *absents himself or herself without being authorized by resolution entered in the minutes from three consecutive meetings of the committee; or,*
 - (c) *ceases to hold the qualifications to be appointed to the committee.*